



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
MIDDLE EAST DISTRICT
P.O. BOX 2250
WINCHESTER, VA 22604-1450

CETAM-DE

5 December 2012

MEMORANDUM FOR All Headquarters, Middle East District Employees (Winchester, VA)

SUBJECT: Inclement Weather Policy and Procedure

1. References.

- a. TAMOM 690-900d2-1, Flexible Work Arrangements, 21 Oct 10.
 - b. Memo, Director, OPM, CPM 2012-11, 27 Nov 12, subject: Washington, DC, Area Dismissal and Closure Procedures.
2. This memorandum prescribes inclement weather policy and procedures for Headquarters, Middle East District (HQ TAM) employees. Recent OPM guidance regarding dismissal and closure procedures for the 2012-2013 Winter weather season and changes to language announcing office closings are incorporated.
3. In the event of inclement weather, HQ TAM does not follow the same release, closure, or delayed opening procedures or decisions as does the Federal Government in the Washington, DC-metropolitan area. When inclement weather directly affects our area, I will quickly make a determination to close, delay opening, or authorize liberal leave and ad hoc telework after consulting with local law enforcement, the Virginia Department of Transportation, TAM's Logistics Management Chief, and our security force to determine if early release, closure, or delayed opening is warranted. In my absence, the Deputy Commander is delegated decision-making authority.
4. Reference 1(b) directs that when an agency closes, emergency essential designated employees and teleworkers are required to work, even when agency's offices are officially closed. Those employees who have valid telework agreements, including ad hoc, are expected to take their government-issued laptops home with them, when advised to do so.
5. When inclement weather affects our area and our operating schedule is impacted, announcements will be made as follows:
- a. Submitted to two local radio stations: (If an announcement is made on the radio it will specifically mention the Middle East District. Announcements for other Federal agencies in our area or the National Capital Region are not applicable.)

WINC 92.5 FM

WINC 1400 AM

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- b. Posted on the TAM external webpage: <http://www.tam.usace.army.mil>.
 - c. Recording made on the Engineer Line: (540) 665-ENGW (3649).
6. Your safety is one of my top concerns. I understand the HQ TAM workforce is spread throughout the Northern Shenandoah Valley and beyond. I am also aware of the diverse weather conditions within this region. Therefore, I expect you to take your personal safety, driving abilities, and local weather and road conditions into consideration. Consult with and get the approval of your supervisor first if you need to utilize ad hoc telework, take liberal leave, or arrive late to work due to inclement weather.
7. The proponent for this matter is the Chief, Logistics Management, at (540) 665-3617.



JON L. CHRISTENSEN
COL, EN
Commanding